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TRAINING FOR WAR INDUSTRY

Bulletins for Employers

NUMBER 1

PRE-EMPLOYMENT TRAINING CENTRES

Published by

DEPARTMENT OF LABOUR, OTTAWA

Hon. Humphrey Mitchell, *Minister*

Bryce M. Stewart, *Deputy Minister*

A. MacNamara, *Associate Deputy Minister*

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TRAINING FOR WAR INDUSTRY

This is the first of a series of pamphlets issued by the Dominion Department of Labour for the information of employers engaged on war contracts and faced with the problem of maintaining an adequate supply of skilled and semi-skilled labour. With the increasing demands of the Army, Navy and Air Force, and with the continuing expansion of industrial production this problem will become progressively more acute. For some time past the supply of unemployed skilled men in certain trades such as ship-platers, shipwrights, tool and die makers, machinists, etc., has been exhausted. Any further increase in the supply of skilled or semi-skilled workers, for war industries, beyond that which may be obtained from men now employed at such trades in non-essential industries will have to be obtained through up-grading of existing semi-skilled labour and by the training of "green" help. The employer can no longer count on picking up trained personnel "at the gate" with the exception of a limited floating supply the number and kind of which is not predictable. Therefore it is imperative that each company survey its own labour requirements and arrange for the provision of whatever training is necessary to provide the workers required to meet present or anticipated production schedules. The purpose of this bulletin is to inform employers what facilities are at their disposal in the matter of pre-employment training to meet this situation.

THE PRE-EMPLOYMENT TRAINING PROGRAMME

In June 1940 the Dominion Department of Labour inaugurated a plan by which it provided the means for co-operation with the provincial governments in training workers for war industries. This plan, which was considerably expanded in January 1941, is known as the Dominion-Provincial War Emergency Training Programme.

To provide for administration of the Programme the Dominion has appointed eight Regional Directors of Training who work in close co-operation with the Provincial Departments of Labour and Education. Associated with them are special field representatives or placement officers whose responsibility it is to maintain contact with employers in their respective areas and ascertain the nature and volume of their labour requirements. These officers interview employers with a view to finding out the extent to which the programme may be adapted to their needs within the limits of the instruction and equipment that is available. They then make the necessary arrangements to have the training given at the nearest centre having the necessary equipment. Their efforts are supplemented but not duplicated by the efforts of the heads of the different training centres who keep in touch with the needs of local employers.

VALUE, LENGTH AND NATURE OF TRAINING

Value of Training

From the outset, the programme has stressed the necessity of maintaining the closest co-operation between the employer and the training centre so that the latter may, as closely as possible meet the needs of the employer and develop in the trainees the kinds of skills that are required.

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Representatives of the industries being served are urged to visit the training centres, see for themselves the method of training, and point out to those in charge any specific changes required to bring the trainees to the highest point of usefulness. Co-operation between the training centre and industry, as an element in promoting the success of the Programme, cannot be over-emphasized. It must, however, be pointed out that co-operation is not a "one-way street". While a number of employers are showing close interest in the progress of trainees while under training, others have never found the time to visit the training centres to see what is being accomplished in them. In such latter cases, scepticism, about what can be accomplished in pre-employment centres has been shown together with a reluctance to employ trainees from them.

The training centres cannot supply employers with qualified and highly skilled mechanics. These can only be obtained through work experience in a plant, over a period of time which the centres cannot afford to devote to single classes of trainees because of the demands upon their services. The centres do, however, give the training necessary to impart the basic skills and knowledge which enable a trainee to become more rapidly and efficiently adjusted when employed. They also make trainees more adaptable and receptive for shop discipline. By a process of careful initial selection and periodic work tests the training centres perform another useful function for employers by weeding out those who are not likely to make efficient or satisfactory employees, owing either to their apparent lack of mechanical aptitudes or to their attitude to work.

Length of Training

Each training centre works on shifts of about 8 hours and most of them are operating 2 shifts per day, some 3. The weekly training period varies from 37 to 44 hours. The normal length of course is 3 months but for specialized training, i.e. for machine operators, etc., the training lasts from 2 to 8 weeks. No course is given for less than 2 weeks as it is felt that such training is better given in industry itself on the actual job. Certain more advanced courses last for 6 months. Typical of these is the Tool Room Improvers Course at Westdale Technical School at Hamilton, in which are enrolled some of the best trainees who have completed the ordinary course in machine shop work and shown exceptional ability or trainees selected by firms from some of their own employees whom they wish to promote to tool room work.

Nature of Training

Classes are given for the following occupations: Aircraft Manufacturing, Aircraft and Aero-Engine Overhaul, Sheet Metal, Welding (gas and arc), Shipyard Workers (shipwrights, pipe-fitters, rivetters, heaters, caulkers), Machine Shop, Bench Fitting and Assembling, Tool Room Improvers, Radio Mechanics, Instrument Makers, Industrial Chemistry, Moulding, Pattern Making, Drafting, Inspectors. Safe working practices are taught as part of the general shop work and, in addition, classroom instruction is given in related subjects such as drawing, blue print reading, shop mathematics, use of verniers, micrometers, etc. In the Province of Quebec two or three hours each week are spent in Industrial English by the French-speaking trainees.

In addition to the regular classes, part-time classes are given, at the request of employers, for persons selected by them from their own employees. These are usually held in the evenings for 2 or 3 nights per week. The employer determines the kind of instruction desired, which is usually of the classroom or drafting room type. These classes help the industries concerned in upgrading their own employees. Such requests are welcomed and the employer is under no expense in defraying the cost of the instruction given. This type of instruction could be extended with benefit, particularly for charge hands, inspectors, foremen, etc. and further consideration of its value is being studied.

SELECTION AND PROVISION FOR PAYING OF TRAINEES

Selection of Trainees

Applicants for admission to classes at training centres are selected for admission in different ways at different centres depending largely on local facilities and practices and also on the nature of the training to which the selectee is to be assigned.

Generally speaking a personal interview, either by the field representatives or the head of the school, is the regular practice but use is also made of psychological or mechanical aptitude tests particularly for trainees with limited primary school education. Work projects and assignments are given during the course of training.

In addition to selection by the staffs at training centres, the employer may, if he so desires, refer for training to a centre persons selected by himself provided he agrees to employ them at the conclusion of their course.

With regard to the selection of trainees the Dominion Department of Labour has laid down the following general policy governing preference in enrolment: 1. Veterans of the Great War and those discharged from the armed forces in the present war; 2. Older men; 3. Women and younger men; 4. Boys over 16, with the restriction that men who come within the age groups for compulsory military service (20 to 25) must not be accepted for training unless they are medically unfit.

The recent marked decrease in the number of male applicants available, particularly in Ontario, has led to the admission of more women to the centres in that province. This trend is bound to increase and in many occupations industry must increasingly rely on female labour before many months elapse.

Payments to Trainees

During the period of training, weekly subsistence allowances to trainees are paid by the Dominion Government, as follows: heads of families, $12.00; single trainees, living away from home, $7.00 to $9.00 (according to the area); single trainees, living at home, who have given up employment or who are in financial need, $3.00. In cases where an employer sends a group of his own employees to the school for training the employing firm usually makes a payment to them to supplement the subsistence allowance so that their earnings equal or approximate the level of their usual weekly wage when employed. Where necessary, the Dominion Government pays the transportation of trainees from their homes to a school and from the school to employment on the completion of their training. No subsistence allowance is paid under the programme to employees from industry attending part time evening classes.

HOW AN EMPLOYER MAY OBTAIN TRAINEES

Any employer interested in obtaining trainees or further information about the War Emergency Training Programme can obtain same by:

1. Making his wants known to the field representative when he visits the plant;
2. Communicating with the principal of the nearest technical school;
3. Communicating with the Regional Director in the province concerned.

Following is a list of the names and addresses of the Regional Directors.

Nova Scotia ..... Dr. F. H. Sexton, Nova Scotia Technical College, Halifax.
New Brunswick ... W. K. Tibert, Department of Education, Fredericton.
Quebec ..... J. T. Lamontagne, 129 Cote de la Montagne, Quebec City.
Ontario ..... H. H. Kerr, East Block, Parliament Buildings, Toronto.
Manitoba ..... C. S. Landon, 4th Floor Customs Building, Winnipeg.
Saskatchewan .... W. A. Ross, Department of Education, Regina.
Alberta ..... J. H. Ross, 128-7th Avenue West, Calgary.
British Columbia.. Lt.-Col. F. T. Fairey, Department of Education, Victoria.

TRANSFER OF TRAINEES ON REQUEST OF EMPLOYERS

Where the labour requirements of an industry can not be met from the supply of local trainees, arrangements have been provided whereby trainees may be secured from other areas outside provincial boundaries, at the request of employers. Large numbers of trainees for example have been moved, for example, from the Maritime and Prairie provinces into Ontario and Quebec. If an employer cannot obtain from centres in his own province, a sufficient supply of suitable trainees, the usual procedure is that he communicates with the Regional Director of the Programme in another province, informing him as to the number of trainees required, specifications as to the type or age of trainee, details of the kind of training or skill needed, wage rate, living conditions, etc. and the date on which they are to report for work. The Regional Director then arranges with one or more of the training centres of the province to select the required trainees and provide them with transportation warrants.

SPONSORSHIP OF TRAINEES BY EMPLOYERS

The Programme provides that companies may "sponsor" either individual trainees or a whole class, i.e. undertake to employ those whom they have sponsored, provided that they satisfactorily complete the prescribed training. In such cases the employer may make his own selection from those already enrolled or send to the class men or women selected by himself. The advantages to the employer from adopting this practice are obvious. Where an employer wishes persons trained to work on specific parts, he is asked, whenever possible, to send samples of such parts to the centre so that the trainees may obtain actual work experience along lines approximating their future employment. Sponsored trainees are always kept for the sponsoring firm and are not sent elsewhere for employment when their training is completed.

LOCATION OF TRAINING CENTRES

Pre-employment training is being given in provincial and municipal vocational schools and in a number of special centres established for the purpose. Up to the present the Dominion and Provincial governments have spent some $300,000 for machine tools and equipment needed to supplement existing facilities. In addition, a considerable number of machine tools, such as lathes, drill presses and hand tools have been made in the centres themselves. There are some 75 industrial centres now in operation.

List of Training Centres

Nova Scotia	Halifax, New Glasgow, Trenton.
New Brunswick	Campbellton, Fredericton, Moncton, Saint John.
Quebec	Cartierville, Chicoutimi, Grand Mere, Hull, Lachine, LaTuque, Lauzon, Maisonneuve, Montreal (3), Port Alfred, Quebec, Rimouski, Shawinigan, Sherbrooke, Thetford Mines, Three Rivers, Verdun.
Ontario	Belleville, Brantford, Chatham, Cornwall, Fort William, Hamilton (2), Kingston, Kirkland Lake, Kitchener, London, Niagara Falls, North Bay, Oshawa, Owen Sound, Ottawa, Peterborough, Port Arthur, St. Catharines, St. Thomas, Sarnia, Toronto (4), Weston, Welland, Windsor.
Manitoba	Winnipeg, St. Boniface.
Saskatchewan	Moose Jaw, Prince Albert, Regina, Saskatoon.
Alberta	Calgary (3), Edmonton (2), Medicine Hat.
British Columbia	Kelowna, Nelson, New Westminster, Penticton, Vancouver (5), Vernon, Victoria.

COST OF PROGRAMME

No contribution to the cost of this pre-employment training is required from any employer. In those cases where a company asks for further training for some of its own employees and undertakes to supplement the regular weekly subsistence allowance paid by the Programme he incurs only whatever cost is represented by the arrangement between himself and his own employees. The costs are distributed as follows:

1. The municipality furnishes the shops and existing equipment of the regular technical schools to the Programme without payment of rent or depreciation;
2. The Province pays certain administrative costs and one-half the price of all machinery and equipment purchased;
3. The Dominion pays all other costs.

The gross average cost per trainee day throughout the country is about $1.90, including subsistence allowances.

RECOGNITION AND IDENTIFICATION OF TRAINEES

Each trainee who satisfactorily completes a course is given a certificate showing the length of the training period, the subjects covered, the number of hours spent on each subject and the trainee's rating. Employers should insist on the production of this certificate by applicants for employment who claim to have been trained at any of the centres listed in this bulletin, under the War Emergency Training Programme.

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